

## POSITION ANNOUNCEMENT

### BACKGROUND:

The Kaibab Band of Paiute Indians is a tribal government seated on the Kaibab Indian Reservation. The tribal government has structured a tribal court system consisting of: a Chief Tribal Judge, Tribal Court Clerk and Tribal Prosecutor. The Prosecutor reports to the Tribal Council or their designee on issues concerning or affecting tribal sovereignty and to exercise tribal jurisdiction over criminal law violations, traffic violations, and child welfare and juvenile delinquency matters. The Prosecutor will represent the Tribe in all hearings related to their specific job duties, before the Tribal, State and Federal Courts. He/she will present information in a manner consistent with ethical standards and assuring that justice is upheld according to the laws of the Kaibab Band of Paiute Indians.

<b>POSITION:</b>	Tribal Prosecutor
<b>LOCATION:</b>	Kaibab Indian Reservation
<b>OPENING DATE:</b>	April 1, 2013
<b>CLOSING DATE:</b>	Open until filled
<b>WAGE PER HOUR:</b>	Dependent on experience
<b>HOURS PER WEEK:</b>	Variable, based on obligations
<b>REPORT TO:</b>	Tribal Council or their designee

### TYPICAL DUTIES:

1. Conduct pre-trial investigations necessary to case preparation, including but not limited to consulting with tribal law enforcement officers, other law enforcement agencies and witnesses.
2. Compete legal research and writing necessary to the preparation of complaints, motions, pleadings, and other court documents, and follow up on all cases.
3. While upholding Tribal sovereignty, cooperate with tribal, state and federal officials in prevention and adjudication of crime.
4. Work with juvenile agencies and social service agencies or other programs for the prevention and solution of juvenile delinquency, and child abuse or neglect.
5. Represent the Tribe's interest while participating in the development and implementation of codes, ordinances, agreements, inter-departmental policies, procedures and protocol.
6. Represent the Tribe's interest in Tribal or State Court in Indian Child Welfare Cases.

### REQUIREMENTS:

Must be a member in good standing of any state bar.

Two years of experience with law practice preferred

Knowledgeable of tribal, state and federal law, jurisdictional issues, tribal codes and resolutions.

Be able to communicate well with people of all ages, and to speak clearly and intelligently to groups of people.

Have the ability to organize and maintain clear, concise and accurate records, be able to draft and implement legal documents, and present cases before the court.

Ability to establish and maintain effective working relationship with Tribal officials and employees and the general public.

Helpful experience or education includes familiarity with Tribal law, customs and traditions, familiarity with federal Indian law and general litigation experience.

Good writing, communication, research and organizational skills.

Decision-making capabilities and dispute resolution techniques.

Ability to deal well with people in highly emotional and adversarial situations.

Be dependable, trustworthy and able to work flexible hours.

Knowledge and experience working with Indian Child Welfare preferred.

Employment applications are available at the Tribal Affairs Building. Interested persons must return completed applications **with a recent ADOT/UDOT driving record**. For more information, contact the Tribal Administrator at (928) 643-7245.

**THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER  
AND ADHERES TO THE INDIAN PREFERENCE ACT**